



To: State Employees in Daviess, Dubois, Knox, Martin and Pike Counties
From: IOT Customer Service
Date: October 25, 2007
Re: Eastern Standard Time Change

On Sunday, November 4, 2007, at 2 a.m. Daylight Savings Time ends and Standard Time (EST) begins, meaning most Indiana counties will “fall back” one hour. When that change occurs, five counties that currently fall under the Central Time Zone will officially switch to the Eastern Time Zone. Residents of **Daviess, Dubois, Knox, Martin and Pike Counties** will not change the time on their clocks, allowing them to move to Eastern Standard Time.

The switch to Standard Time does not affect most of Indiana’s 92 counties, but the five that will begin observing Eastern Time will need to confirm that the time zone update is correctly installed on their state-issued computers.

In order for IOT Customer Service (ICS) to properly update those computers, users in Daviess, Dubois, Knox, Martin and Pike need to leave their PCs **powered on** when they leave work on Friday, November 2. When they return to work on Monday, November 5, a manual check of those PCs is required to ensure the updates were successful. Please click [here](#) to read instructions on manually checking for the time zone change.

Also, users in those five counties will experience Microsoft Outlook calendaring issues. Please click [here](#) to view step-by-step instructions for updating Outlook appointments. *Note: neglecting to update calendar appointments may mean that all appointments will be off by one hour. It is crucial to double-check Outlook appointments.*

Users in the remaining 87 counties should be unaffected by the time change this year. If you have any questions or concerns, please view the [EST FAQs](#) posted on the IOT Web site or contact [ICS online](#), via phone at (317) 234-HELP (4357) or toll free at (800) 382-1095, or simply click the Helpdesk Assistant icon located on your desktop.